



CITY MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To lead and manage the City staff in accordance with the City Charter in order to make Tempe the best place to live, work and play; to plan, direct and review the activities and operations of the City; to direct activities of the City with outside agencies; to provide highly responsible and complex administrative support to the City Council; to carry out all responsibilities and exercise authority within the City's values of people, integrity, respect, openness, creativity and quality.

Supervision Received and Exercised:

Receives policy direction from the City Council.

Exercises direct supervision over administrative, professional and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Demonstrate leadership and management that strives to make Tempe the best place to live, work and play.
- Ensure 360-degree comprehensive communication within the City organization as well as with external stakeholders.
- Hire, evaluate, and promote based on internal/external 360-degree feedback.
- Ensure that work procedures are created/staffed by the employees actually performing the work.
- Ensure a discrimination free workplace including, race, color, creed, religion, gender, disability, sexual orientation, and all other non-job related factors.
- Ensure top tier pay and benefits for all employees.
- Create systems to facilitate and ensure maximum productivity of all employees.
- Ensure accountability throughout the City organization.

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- Ensure and monitor the regular meeting of all work groups in order to focus on the City's mission and values.
- Require and review regular and comprehensive management reports from all departments and divisions.
- Direct and participate in the development and administration of the City budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-budget-cycle adjustments.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects.
- Respond to and resolve difficult and sensitive employee, resident and other stakeholder inquiries and complaints.
- Integrate both macro- and micro- activities and events in order to create added value.
- Serve as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Eight years of increasingly responsible administrative experience in a municipal government.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration or degree related to the core functions of this position. A Master's degree is highly desirable.

License/Certifications:

None

Examples of Physical and/or Mental Activities:

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(Pending)

Competencies:

(Pending)

Job Code: 004

Status: Exempt / Unclassified